

CHAPTER IV

MARKING

Section 1

GENERAL PROVISIONS

4-100 Designation

Subject to the exceptions in subsection 4-102, information determined to require classification protection under this Regulation shall be so designated. Designation by means other than physical marking may be used but shall be followed by physical marking as soon as possible.

4-101 Purpose of Designation

Designation by physical marking, notation, or other means serves to warn the holder about the classification of the information involved; to indicate the degree of protection against unauthorized disclosure that is required for that particular level of classification; and to facilitate downgrading and declassification actions.

4-102 Exceptions

a. No article that has appeared, in whole or in part, in newspapers, magazines or elsewhere in the public domain, or any copy thereof, that is being reviewed and evaluated to compare its content with classified information that is being safeguarded in the Department of Defense by security classification, may be marked with any security classification, control or other kind of restrictive marking. The results of the review and evaluation, if classified, **shall** be separate from the article in question.

b. Classified documents and material shall be marked in accordance with subsection 4-103 unless the markings themselves would reveal a confidential source or relationship not otherwise evident in the document, material, or information.

c. The marking requirements of subparagraphs 4-103 a. 4. and 4-103 b.4. do not apply to documents or other material that contain, in whole or in part, Restricted Data or Formerly Restricted Data information. Such documents or other material or portions thereof shall not be declassified without approval of the Department of Energy with respect to Restricted Data or Formerly Restricted Data information, and with respect to any other national security information contained therein, the approval of the originating agency.

4-103 Documents or Other Material in General

a. At the time of original classification, the following shall be shown on the face of all originally classified documents (see subsection 4-402) or clearly associated with other forms of classified information in a manner appropriate to the medium involved:

1. The identity of the original classification authority by position title, unless he or she is the signer or approver of the document;
2. The agency and office of origin;
3. The overall classification of the document (see subsection 1-500);
4. The date or event for automatic declassification or the notation "Originating Agency's Determination Required" or "OADR"; and, if applicable,
5. Any downgrading action to be taken and the date or event thereof.

b. **At** the time of derivative classification, the following shall be shown on the face of all derivatively classified documents (see subsection 4-402) or clearly associated with other forms of classified information in a manner appropriate to the medium involved:

1. The source of classification, that is, a source document or classification guide. If classification is derived from more than one source, the phrase "Multiple Sources" will be shown and the identification of each source will be maintained with the file or record copy of the document;

2. The agency and office of origin of the derivatively classified document;

3. The overall classification of the document (see subsection 1-500);

4. The date or event for declassification or the notation "Originating Agency's Determination Required" or "OADR," carried forward from the classification source. If the classification is derived from ☐ multiple sources, either the most remote date or event for declassification marked on the sources **or if** required by any source, the notation "Originating Agency's Determination Required" or "**OADR**" shall be shown (also see subsection 4-401); and, if applicable,

5. Any downgrading action to be taken and the date or event thereof.

c. In addition to the foregoing, classified documents shall be marked as prescribed in section 2 of this Chapter, Chapter XI, if the document contains foreign government information, and with any applicable special notation listed in section 5 of this Chapter. Such notations shall be carried forward from source documents to derivatively classified documents when appropriate. (DoD **5200.1-PH** (reference **(ddd)**) provides illustrated guidance on the application of classification and associated markings to documents prepared by the Department of Defense).

d. Material other than paper documents shall show the required information on the material itself or if that is not practical, in related or accompanying documentation (see subsection 4-300).

4-104 Identification of Classification Authority

a. Identification of a classification authority shall be shown on the "Classified by" line prescribed under subsection 4-402 and shall be sufficient,

standing alone, to identify a particular official, source document or **classification** guide.

1. If all information in a **document** or **material** is classified as an act of original classification, the classification authority who made the determination shall be identified on the "Classified by" line, unless the classifier is also the signer or approver of the document (see subsection 4-402).

THE IDENTITY OF THE ORIGINAL CLASSIFICATION AUTHORITY SHALL BE SHOWN, BY POSITION TITLE, REGARDLESS OF WHETHER THE OFFICIAL IS THE SIGNER OR APPROVER TO THE DOCUMENT.

2. If the classification of all information in a document or material is derived from a single source (for example, a source document or classification guide), the "Classified by" line shall identify the source document or classification guide, including its date when necessary to insure positive identification (see subsection 4-402).

THE DATE **OF** THE SOURCE DOCUMENT SHALL BE INCLUDED IN EACH INSTANCE.

3. If the classification of information contained in a document or material is derived from more than one original classification authority, or an original classification authority and another source, or from more than one source document, classification guide, or combination thereof, the "Classified by" line shall be marked "Multiple Sources" and identification of all such authorities and sources shall be maintained with the file or record copy of the document (see subsection 4-402).

4. If an official with requisite classification authority has been designated by the head of an activity to approve security classifications assigned to all information leaving the activity, the title of that designated official **shall** be shown on the "Classified by" line. The designated official shall maintain records adequate to support derivative classification actions (see subsection 4-402).

b. Guidance concerning the identification of the classification authority on electronically transmitted messages is contained in subsection 4-207.

c. Guidance concerning the identification of the classification authority on DoD documents that contain only foreign or NATO classified information is contained in paragraph 11-304 c.

4-105 Wholly Unclassified Material

Normally, unclassified material shall not be marked or stamped "Unclassified" unless it is essential to convey to a recipient of such material that it has been examined with a view to imposing a security classification and that it has been determined that it does not require classification. However, the **marking** "Unclassified" may be applied to formerly classified material (see subsection 4-400).

THIS PROVISION APPLIES ONLY TO DOCUMENTS AND MATERIAL THAT ARE NOT CLASSIFIED IN THEIR ENTIRETY. IT DOES NOT AFFECT THE PAGE MARKING, COMPONENT **MARKING**, OR PORTION MARKING REQUIREMENTS FOR CLASSIFIED DOCUMENTS.

Section 2

SPECIFIC MARKINGS ON DOCUMENTS

4-200 Overall and Page Marking

Except as otherwise specified for working papers (see subsection 7-304), the overall classification of a document, whether or not permanently bound, or any copy or reproduction thereof, shall be conspicuously marked, stamped or affixed permanently at the top and bottom on the outside of the front cover (if any), on the title page (if any), on the first page, and on the outside of the back cover (if any). Each interior page, except those that are blank, shall be marked top and bottom according to its content, to include, "Unclassified" when no classified information is contained on such a page. Alternatively, the overall classification of the document may be conspicuously marked or stamped at the top and bottom of each interior page when such marking is necessary to achieve production **efficiency** and the particular information to which classification is assigned is otherwise sufficiently identified consistent with the intent of subsection 4-202. In any case, the classification marking of a page shall not supplant the classification marking of portions (subsection 4-202) of the page marked with lower levels of classification.

EXCEPT AS PROVIDED IN PARAGRAPH 4-207 B. AND SUBSECTION 4-305, BELOW, CLASSIFICATION MARKINGS SHALL BE IN LETTERS LARGER THAN THOSE ON THE REST OF THE PAGE. WHERE EXCEPTIONALLY LARGE LETTERS ARE USED IN THE BODY OF THE PAGE (E.G., COVERS OF DOCUMENTS **OR** GRAPHIC), IT MAY NOT BE PRACTICAL TO USE LARGER LETTERS. IN SUCH INSTANCES, **THE MARKINGS** MUST BE APPLIED SO THAT THEY IMMEDIATELY ARE NOTICEABLE. PARTICULAR CARE MUST BE TAKEN WHEN REPRODUCING CLASSIFIED DOCUMENTS TO ENSURE THAT CLASSIFICATION AND ASSOCIATED MARKINGS **ARE** DISTINCT AND CONSPICUOUS ON THE REPRODUCED COPIES. TO FACILITATE REPRODUCIBILITY, SUCH MARKINGS SHOULD BE APPLIED IN BLACK OR IN OTHER DARK INK.

4-201 Marking Components

The major components of some complex documents are likely to be used separately. In such instances, each major component shall be marked as a separate document in accordance with section 1 of this Chapter. Examples include each annex, appendix, or similar component of a plan, program, or operations order; attachments and appendices to a memorandum or letter; and each major part of a report. If an entire major component is unclassified, the first page of the component may be marked at the top and bottom with the designation "UNCLASSIFIED" and a statement included, such as, "All portions of this (annex, appendix, etc.) are UNCLASSIFIED." When this method of marking is used, no further markings are required on the unclassified major component.

4-202 Portion Marking

a. Each **section**, part, paragraph, or similar portion of a classified document shall be marked to show the level of classification of the information contained in **or** revealed by it, or that it is unclassified. Portions of documents shall be marked in a manner that eliminates doubt as to which of its portions contains or reveals classified information. Classification levels of

portions of a document, except as provided in subsection 4-204, shall be shown by the appropriate classification symbol placed immediately following the portion's letter or number, or in the absence of letters or numbers, immediately before the beginning of the portion. In marking sections, parts, paragraphs, or similar portions, the parenthetical symbols "(TS)" for Top Secret, "(S)" for Secret, "(C)" for Confidential, and "(U)" for unclassified, **shall** be used. When appropriate, the symbols "RD" for Restricted Data and "FRD" for Formerly Restricted Data shall be added, for example, "(S-RD)" or "(C-FRD)." In addition, portions that contain Critical Nuclear Weapon Design Information (CNWDI) will be marked "(N)" following the classification, for example, "(S-RD)(N) "

b. Portion marking of DoD documents containing foreign government information shall be in accordance with subsection 11-304.

c. Illustrations, photographs, figures, graphs, drawings, charts and similar portions of classified documents will be clearly marked to show their classification or unclassified status. Such markings shall not be abbreviated **and** shall be prominent and placed within or contiguous to the portion. **Captions** of such portions shall be marked on the basis of their content alone **by** placing the symbol "", "(S)", "(C)", or "(U)" immediately preceding the **caption**.

d. If, in an exceptional situation, parenthetical portion marking is determined to be impracticable, the document shall contain a statement sufficient to identify the information that is classified and the level of such classification. Thus, for example, each portion of a classified document **need** not be marked separately if all portions are classified at the same level, provided a statement to that effect is included in the document. In the case of classified compilations, the explanations required by subsection 4-203 meet this requirement.

e. When elements of information in one portion require different classifications, but segregation into separate portions would destroy continuity or context, the highest classification required for any item **shall** be applied to that portion or paragraph.

f. Waivers of the foregoing portion marking requirements may be granted for good cause. Any request by a DoD Component senior official (see subsections 13-301 and 13-302) for a waiver of portion marking requirements shall be submitted to the **DUSD(P)** and include the following: (1) identification of the information **or** class of documents for which such waiver is sought; (2) detailed explanation of why the waiver should be granted; (3) the Component's judgment of the anticipated dissemination of the information or class of documents for which the waiver is sought, and (4) the extent to which such information subject to the waiver may be a basis for derivative classification. Waivers shall be granted only upon a written determination by the **DUSD(P)** as the designee of the Secretary of Defense, that there will be ☐ minimal circulation of the specified documents or information, and minimal potential usage of these documents **or** information as a source for derivative classification determinations; or there is some other basis to conclude that the benefits of portion marking are clearly outweighed by the increased administrative burdens. The granting and revocation of portion marking waivers shall be reported to the Director of the IS00 by the **DUSD(P)**.

4-203 Compilations

a. Documents. When classification is required to protect a compilation of unclassified information pursuant to subsection 2-211, the overall classification assigned to such documents shall be placed conspicuously at the top and bottom of each page and on the outside of the front and back covers, if any, and an explanation of the basis for the assigned classification shall be included on the document or in its text.

b. Portions of Documents. If a classified document contains particular portions that are unclassified when standing alone, but classified information will be revealed when they are combined or associated, those portions **shall** be marked as unclassified, the page shall be marked with the highest classification of any information on or revealed by the **page**, and an explanation shall be added to the page, or to the document, to explain the classification of the combination or association to the holder. This method of marking also may be used if classified portions on a page, or within a document, will reveal information of a higher classification when they are combined or associated than when they are standing alone.

4-204 Subjects and Titles of Documents

Subjects or titles of classified documents shall be marked with the appropriate symbol, **"(TS)," "(S)," "(C),"** or **"(U)"** placed immediately following and to the right of the item. When applicable, other appropriate symbols, for example, **"(RD)"** or **"(FRD),"** **shall** be added. (Subjects or titles of documents should be unclassified, if possible.)

4-205 File, Folder, or Group of Documents

When a file, folder, or group of classified documents is removed from secure storage it shall be marked conspicuously with the highest classification of any classified document included therein or shall have an appropriate classified document cover sheet affixed.

4-206 Transmittal Documents

A transmittal document, including endorsements and comments when such endorsements and comments are added to the basic communication, shall carry on its face a prominent notation of the highest classification of the information transmitted by it, and a legend showing the classification, if any, of the transmittal document, endorsement, or comment standing alone. For example, an unclassified document that transmits as an attachment a classified document shall bear a notation substantially as follows: **"UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED ENCLOSURE."** (See also paragraph 4-500 a.)

4-207 Electronically Transmitted Messages

a. The copy of a classified message (for example, **DD Form 173, Joint Messageform**) approved for electronic transmission and maintained as the record copy shall be marked as required by subsection 4-103 for other documents. Additionally, copies not electronically transmitted (such as, mail and courier copies) shall be marked as required by subsection 4-103.

b. The first item of information in the text of a classified electronically transmitted message shall be its overall classification. Paper copies of classified electronically transmitted messages shall be marked at the top and bottom with the assigned classification. Portions shall be marked as prescribed herein for paper copies of documents. When such messages are printed by an automated system, classification markings may be applied by that system, provided that page markings so applied are clearly distinguishable on the face of the document from the printed text.

c. The originator of a classified electronically transmitted message shall be considered the accountable classifier under subsection 2-100. The highest level official identified on the message as the sender or, in the absence of such identification, the head of the organization originating the message, is deemed to be the classifier of the message. Thus, a "Classified by" line is not required on such messages. The originator is responsible for maintaining adequate records as required by paragraph 4-103 b. to show the source of an assigned derivative classification.

d. The last line of text of a classified electronically transmitted message shall show the date or event for downgrading, if appropriate, and the date or event for automatic declassification or "Originating Agency's Determination Required," by abbreviated markings from subsection 4-402. The foregoing is not required for messages that contain information identified as Restricted Data or Formerly Restricted Data.

e. Any document, the classification of which is based solely upon the classification of the content of a classified electronically transmitted message, shall cite the message on the "Classified by" line of the newly created document.

4-208 Translations

Translations of U.S. classified information into a language other than English shall be marked to show the United States as the country of origin, with the appropriate U.S. classification markings and the foreign language equivalent thereof (see Appendix A).

Section 3

MARKINGS ON SPECIAL CATEGORIES OF MATERIAL

4-300 General Provisions

Security classification and applicable associated markings (see subsections 4-103 and 4-310) assigned by the classifier shall be conspicuously stamped, printed, written, painted, or affixed by means of a tag, sticker, decal, or similar device, on classified material other than paper copies of documents, and on containers of such material, if possible. If marking the material or container is not practicable, written notification of the security classification and applicable associated markings shall be furnished to recipients. The

following procedures for marking various kinds of material containing classified information are not all inclusive and may be varied to accommodate the physical characteristics of the material containing the classified information and to accommodate organizational and operational requirements.

4-301 Charts, Maps, and Drawings

Charts, maps, and drawings shall bear the appropriate classification marking for the legend, title, or scale blocks in a manner that differentiates between the overall classification of the document and the classification of the legend or title itself. The higher of these markings shall be inscribed at the top and bottom of each such document. When folding or rolling charts, maps, or drawings would cover the classification markings, additional markings shall be applied that are clearly visible when the document is folded or rolled. Applicable associated markings shall be included in or near the legend, title, or scale blocks.

4-302 Photographs, Films, and Recordings

Photographs, films (**including negatives**), recordings, and their containers **shall** be marked to assure that a recipient or viewer will know that classified information of a specified level of classification is involved.

a. Photographs. Negatives and positives shall be marked, whenever practicable, with the appropriate classification designation and applicable associated markings. Roll negatives or positives may be so marked at the **beginning** and end of each strip. Negatives and positives shall be kept in containers bearing conspicuous classification markings. All prints and reproductions shall be conspicuously marked with the appropriate classification designation and applicable associated markings on the face side of the print if possible. When such markings cannot be applied to the face side, they may be stamped on the reverse side or affixed by pressure tape label, stapled strip, or other comparable means. (NOTE : When self-processing film or paper is used to photograph or reproduce classified information, all parts of the last exposure **shall** be removed from the camera and destroyed as classified waste, or the camera shall be protected as classified.)

b. Transparencies and Slides. Applicable classification markings shall be shown clearly in the image area of each transparency or slide, if possible. In the case of a 35mm or a similar size transparency or slide where the classification markings are not conspicuous unless projected on a screen, for example, the classification markings also shall be marked on its border, holder, or frame. Duplicate classification markings in image areas and on borders, holders, or frames are required if there is any doubt that the image area markings are not conspicuous enough to be seen when the transparencies or slides are not being projected. Other applicable associated markings shall be shown in the image area, or on the border, holder, or frame, or in accompanying documentation. It is not necessary that each transparency or slide of a set of transparencies or slides bear applicable associated markings when the set is controlled as a single document. In such cases, the first transparency or slide shall bear the applicable associated markings.

c. Motion Picture Films and Video Tapes. Classified motion picture films and video tapes **shall** be marked at the **beginning** and end by titles bearing the appropriate classification markings. Applicable associated markings shall be included at the beginning of such films or tapes. All such markings **shall** be visible when projected. Reels and cassettes shall be marked with the appropriate classification and kept in containers bearing conspicuous classification and applicable associated markings.

d. Recordings. Sound, magnetic, or electronic recordings shall contain at the beginning and end a clear statement of the assigned classification that will provide adequate assurance that any listener or viewer will know that classified information of a specified level is involved. Recordings shall be kept in containers or on reels that bear conspicuous classification and applicable associated markings.

e. Microforms. Microforms are images, usually produced photographically on transparent or opaque materials, in sizes too small to be read by the unaided eye. Accordingly, ~~the~~ **assigned security** classification and abbreviated applicable associated markings shall be conspicuously marked on the microform medium or its container, so as to be readable by the unaided eye. These markings shall also be included on the image so that when the image is enlarged and displayed **or** printed, the markings will be conspicuous and readable. Such marking will be accomplished as appropriate for the particular microform involved. For example, roll film microforms (or **roll** microfilm employing 16, 35, 70, or 105 mm films) may generally be marked as provided for roll motion picture film in paragraph 4-302 c. and decks of "aperture cards" may be marked as provided in subsection 4-303 for decks of automatic data processing punched cards. Whenever possible, ☐icrofiche, microfilm strips, and microform chips shall be marked in accordance with this paragraph.

4-303 Decks of ADP Punched Cards

When a deck of classified ADP punched cards is handled and controlled as a single document, only the first and last card require classification markings. An additional card shall be added (or the job control card modified) to identify the contents of the deck and the highest classification therein. Such additional card shall include applicable associated markings. Cards removed for separate processing or use and not immediately returned to the deck shall be protected to prevent compromise of any classified information contained therein, and for this purpose shall be marked individually as prescribed in subsection 4-200.

4-304 Removable ADP and Word Processing Storage Media

a. External. Removable information storage media and devices, used with ADP systems and typewriters or word processing systems, shall bear external markings clearly indicating the classification of the information and applicable associated markings. Included are media and devices that store information recorded in analog or digital form and that are generally mounted or removed by the users or operators. Examples include magnetic tape reels, cartridges, and cassettes; removable discs, disc cartridges, disc packs and diskettes; paper tape reels; and magnetic cards.

b. Internal. ADP systems and word processing systems employing such media shall provide for internal classification marking to assure that classified information contained therein that is reproduced or generated, will bear applicable classification and associated markings. An exception may be made by the DoD Component head, or designee, for the purpose of exempting existing word processing systems when the internal classification and applicable associated markings cannot be implemented without extensive system modification, provided procedures are established to ensure that users and recipients of the media, or the information therein, are clearly advised of the applicable classification and associated markings. For ADP systems, exceptions may be authorized by the DoD Component Designated Approving Authority or Authorities, designated under DoD Directive 5200.28 (reference (m)). For purposes of these exemption provisions, "existing systems" means word processing and ADP systems already acquired, or, in the case of associated automated information systems, those for which the life cycle management process has already progressed beyond the "definition/design" phase as set forth in DoD Directive 7920.1 (reference (Y)). Requirements for the security of nonremovable ADP storage media and clearance or declassification **procedures** for **various ADP** storage media are contained in DoD 5200.28-M (reference (n)).

4-305 Documents Produced by ADP Equipment

The first page, and the front and back covers, if any, of documents produced by ADP equipment shall be marked as prescribed in subsection 4-200. Interior pages also shall be marked as prescribed in subsection 4-200 except that the classification markings of interior pages of fan-folded printouts may be applied by the ADP equipment. When the application of associated markings prescribed by subsection 4-103 by the **ADP** equipment is not consistent with economical and efficient use of such equipment, such markings may be applied to a document produced by ADP equipment by superimposing upon the first page of such document a "Notice of Declassification Instructions and Other Associated Markings." Such notice shall include the date or event for declassification or the notation "Originating Agency's Determination Required" or "**OADR**" and all other such applicable markings. If individual pages of a document produced by ADP equipment are removed or reproduced for distribution to other users, each such page or group of pages shall be marked as prescribed in subsection 4-103 or by superimposing upon each such page or group of pages, a copy of any "Notice of Declassification Instructions and Other Associated Markings" applicable to such page or group of pages.

4-306 Material for Training Purposes

In using unclassified documents or material to simulate classified documents or material for training purposes, such documents or material shall be marked clearly to indicate the actual unclassified status of the information, for example, "(insert classification designation) for training, otherwise unclassified" or "UNCLASSIFIED SAMPLE."

4-307 Miscellaneous Material

Documents and material such as rejected copy, typewriter ribbons, carbons, and similar items developed in connection with the handling, processing, production, and of use classified information shall be handled in a manner

that assures adequate protection of the classified information involved and destruction at the earliest practicable time (see section 2, Chapter V). Unless a requirement exists to retain this material or documents for a specific purpose, there is no need to mark, stamp, or otherwise indicate that the information is classified.

4-308 Special Access Program Documents and Material

Additional markings as prescribed in directives, regulations and instructions relating to an approved Special Access Program shall be applied to documents and material containing information subject to the special access program. Such additional markings shall not serve as the **sole** basis for continuing classification of the documents or material to which the markings have been applied. When appropriate, such markings shall be excised to ease timely declassification, downgrading, or removal of the information from special control procedures.

4-309 Secure Telecommunications and Information Handling Equipment

Applicable classification or Controlled Cryptographic Item (CCI) markings shall be applied to secure telecommunications and information handling equipment or associated cryptographic components. Safeguarding and control procedures for classified and CCI equipment and for safeguarding COMSEC facilities are constrained in references (aa), (bb), (cc), (jjj), (kkk), (lll), and (mmm).

4-310 Associated Markings

Other applicable associated markings required for documents by subsection 4-103 shall be accomplished as prescribed in this section or in any other appropriate manner.

Section 4

CLASSIFICATION AUTHORITY, **DURATION**, AND CHANGE IN CLASSIFICATION MARKINGS

4-400 Declassification and Regrading Marking Procedures

When classified information is downgraded or declassified in accordance with the assigned downgrading or declassification markings, such markings shall be a sufficient notation of the authority for such action. Whenever classified information is downgraded or declassified earlier than originally scheduled, **or** upgraded, the material shall be marked promptly and conspicuously to indicate the change, the authority for the action, the date of the action and the identity of the person taking the action. In addition, except for upgrading (see subsection 4-403), prior classification markings shall be canceled, if practicable, but in any event those on the cover (if any) and first page shall be canceled, and the new classification markings, if any, shall be substituted.

4-401 Applying Derivative Declassification Dates

a. New material that derives its classification from information classified on or after August 1, 1982, shall be marked with the declassification date, event, or the notation "Originating Agency's Determination Required" or "OADR" assigned to the source information.

b. New material that derives its classification from information classified prior to August 1, 1982, shall be treated as follows:

1. If the source material bears a declassification date or event, that date or event shall be carried forward to the new material;

2. If the source material bears no declassification date or event, or bears an indeterminate date or event such as "Upon Notification by Originator," "Cannot Be Determined," or "Impossible to Determine," or is marked for declassification review, the new material shall be marked with the notation "Originating Agency's Determination Required" or "OADR"; or

3. If the source **material** is foreign government information bearing no date or event "for declassification or is marked for declassification review, the new material shall be marked with the notation "Originating Agency's Determination Required" or "OADR."

c. New ☐aterial that derives its classification from a classification guide issued prior to August 1, 1982, that has not been updated to conform with this Regulation shall be treated as follows:

1. If the guide specifies a declassification date or event, that date or event shall be applied to the new material; or

2. If the guide specifies a declassification review date, the notation "Originating Agency's Determination Required" or "OADR" shall be applied to the new material.

4-402 Commonly Used Markings

Each classified document is marked on its face with one or more of the following markings:

a. Original Classification. The following ☐arkings are used in original **classification** (paragraph 4-103 a.):

Classified by _____ (See Note 1)

Declassify on _____ (See Note 2)

Message Abbreviation:

DECL _____ (See Note 3)

b. Derivative Classification. The following markings are used in derivative classification (**paragraph** 4-103 b.):

Classified by _____ (See Note 4)

Declassify on _____ (See Note 5)

Message Abbreviation:

DECL _____ (See Note 3)

c. Downgrading. The following marking is used to specify a downgrading (paragraphs 4-103 a. and 4-103 b.):

Downgrade to _____ on _____ (See Note 6)
Message Abbreviation:
DNG/_____/_____ (See Note 7)

d. There is no requirement for adding declassification instructions on documents with Restricted Data or Formerly Restricted Data markings (see paragraph 4-102 c., and subsections 4-501 and 4-502). Except for electronically transmitted messages, only a completed "Classified by" line is added to documents so marked.

e. Electronically transmitted message do not require a "classified by" line (see paragraph 4-207 c.).

f. DoD 5200.1-PH (reference (ddd)) provides additional marking guidance.

Note 1: Insert identification (position title) of the original classification authority. This line may be omitted if the original classification authority is also the signer or approver of the document.

Note 2: Insert the specific date, an event certain to occur, or the notation "Originating Agency's Determination Required" or "OADR."

Note 3: Insert day, □onth, and year for declassification, for example, "6 Jun 90," an event certain to occur, or "OADR."

Note 4: Insert identity of the single security classification guide, source document, or other authority for the classification. If more than one such source is applicable, insert the phrase "Multiple Sources."

Note 5: Insert the specific date or event for declassification or the notation "Originating Agency's Determination Required" or "OADR." When multiple sources are used, either the most remote date or event for declassification marked on the sources or, if present on any source, the notation "Originating Agency's Determination Required" or "OADR" is applied to the new document.

Note 6: Insert Secret or Confidential and specific date or event, for example, "Downgrade to CONFIDENTIAL on 6 July 1988."

Note 7: Insert "S" or "C" to indicate the downgraded classification and specific date or event, for example, "DNG/C/6 Jun 87."

4-403 Upgrading

When material is upgraded **it** shall be promptly and conspicuously marked as prescribed in subsection 4-400 except that in all such cases the old classification markings shall be canceled and new markings substituted.

4-404 Limited Use of Posted Notice for Large Quantities of Material

a. When the volume of material is such that prompt remarking of each classified item cannot be accomplished without unduly interfering with operations, the custodian may attach downgrading and declassification notices to the storage unit instead of the remarking required by subsection 4-400. Each notice shall specify the authority for the downgrading or declassification action, the date of the action, and the storage unit to which it applies.

b. When individual documents or materials are permanently withdrawn from storage units, they shall be remarked promptly as prescribed by subsection 4-400. However, when documents or materials subject to a downgrading or declassification notice are withdrawn from one storage unit solely for transfer to another, or a storage unit containing such documents or materials is transferred from one place to another, the transfer may be made without remarking if the notice is attached to or remains with each shipment.

Section 5

ADDITIONAL WARNING NOTICES

4-500 General Provisions

a. In addition to the marking requirements prescribed in subsection 4-103, the warning notices prescribed in this section shall be displayed prominently on classified documents or materials, when applicable. In the case of documents, these warning notices shall be marked conspicuously on the outside of the front cover, or on the first page if there is no front cover. Transmittal documents, including those that are unclassified (subsection 4-206), also shall bear these additional warning notices, when applicable. In addition, abbreviated forms of the notices set forth in subsections 4-501, 4-502, and 4-503 shall be included in portion markings, as applicable. Further, the warning notice in subsection 4-503, in its short form, shall be included at least once on interior pages, as applicable.

b. When display of warning notices on other materials is not possible, their applicability to the information shall be included in the written notification of the assigned classification.

4-501 Restricted Data

Classified documents or material containing Restricted Data as defined in the Atomic Energy Act of 1954, as amended (reference (1)), shall be marked as follows:

"RESTRICTED DATA"

"This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions ."

4-502 Formerly Restricted Data

Classified documents or material containing Formerly Restricted Data, as defined in Section 142.d, Atomic Energy Act of 1954, as amended (reference (1)), but no Restricted Data, shall be marked as follows:

"FORMERLY RESTRICTED DATA"

"Unauthorized disclosure subject to administrative and criminal sanctions . Handle as Restricted Data in foreign dissemination. Section 144.b, Atomic Energy Act, 1954."

4-503 Intelligence Sources **or** Methods Information

a. Documents that contain information relating to intelligence sources or methods shall include the following marking unless otherwise proscribed by DoD Instruction 5230.22 (reference (z)):

**"WARNING NOTICE--Intelligence Sources
or Methods Involved"**

b. Existing stamps or preprinted labels containing the caveat "Warning Notice--Intelligence Sources and Methods Involved" may be used on documents created on or after the effective date of this Regulation until replacement is required. Any replacement or additional stamps or labels purchased after the effective date of this Regulation shall conform to the wording of paragraph a. , above.

4-504 COMSEC Material

Before release to contractors, **COMSEC** documents will indicate on the title page, or first page if no title page exists, the following notation:

**"COMSEC Material - Access by Contractor Personnel Restricted
to U.S. Citizens Holding Final Government Clearance."**

This notation **shall** be placed on **COMSEC** documents or material when originated and when release to contractors can be anticipated. Other **COMSEC** documents or ☐aterial shall be marked in accordance with National **COMSEC** Instruction (**NACSI**) 4003 (reference (**eee**)). Foreign dissemination of **COMSEC** information is governed by NCSC Policy Directive 6 (reference (**bb**)).

4-505 Dissemination and Reproduction Notice

Classified information that the DoD originator has determined to be subject to special dissemination or reproduction limitations shall include, as applicable, a statement or statements on its cover sheet, first page, or in the text, substantially as follows:

"Reproduction requires approval of originator or higher DoD authority."

"Further dissemination only as directed by (insert appropriate office or official) or higher DoD authority."

4-506 Other Notations

Other notations of restrictions on reproduction, dissemination or extraction of classified information may be used as authorized by DoD Directive C-5200.5, DoD Instruction 5230.22, DoD Directive 5210.2, DoD Directive 5100.55, DoD Directive 5200.30, Joint Army-Navy-Air Force Publication 119, DoD Directive 5230.24, and **NACSI** 4003 (references (cc), (z), (old), **(ee)**, (v), **(ff)**, **(bbb)**, and **(jjj)** respectively).

Section 6

REMARKING OLD MATERIAL

4-600 General

a. Documents and material classified under **E.O.** 12065 (reference **(hh)**) and predecessor **E.Os.** that are marked for automatic downgrading or automatic declassification on a specific date or event shall be downgraded and declassified pursuant to such **markings.** Declassification instructions on such documents or material need not be restated to conform with subsection 4-202. (See also subsection 4-400). Information extracted from these documents or material for use in new documents or material shall be marked for declassification on the date specified in accordance with paragraph 4-103 b.

b. Documents and material classified under reference **(hh)** and predecessor **E.Os.** that are not marked for automatic downgrading or automatic declassification on a specific date or event shall not be downgraded or declassified without authorization of the originator. Declassification instructions on such documents or material need not be restated to conform with subsection 4-202. Information extracted from these documents or material for use in new documents or material shall be marked for declassification upon the determination of the originator, that is, the "Declassify on" line shall be completed with the notation "Originating Agency's Determination Required" or "**OADR**" in accordance with paragraph 4-103 b.

4-601 Earlier Declassification and Extension of Classification

Nothing in this section shall be construed to preclude declassification under Chapter III or subsequent extension of classification under subsection 2-302.